

1 December 1994

Personnel Procedures

ASSIGNMENT AND DUTY STATUS

This regulation prescribes policy and procedures for the assignment of senior members including rules for transfer to patron member and retired status. It also prescribes policy and procedures for suspended status which applies to both cadets and senior members.

SECTION A--DUTY ASSIGNMENTS

1. Assignment of Duty. A unit commander is authorized to:

- a. Assign personnel to specific duties and positions within his/her unit.
- b. Remove personnel from specific duties and positions within his/her unit.
- c. Reassign personnel from one duty position to another within his/her unit.
- d. Appoint and remove commanders of subordinate units.

2. Eligibility for Assignment:

- a. To be eligible for assignment to a CAP duty position, members must have completed Level I training or be exempt from Level I because of completing the Billy Mitchell Award as a cadet. *NOTE. This exemption does not apply if the member has had a break in service of two years or longer.*
- b. Additionally, when assigned to an authorized duty position, the member will also enroll in the appropriate specialty track of the CAP Senior Member Training Program unless he/she has already earned the master's rating in that specialty. When a member is assigned to more than one duty position, he/she will enroll in the specialty track for the primary duty. Training in remaining specialties is encouraged. *NOTE. For promotion purposes, the highest skill rating earned, in any specialty, will be considered, regardless of the member's skill level in his or her primary duty.*

3. Assignment Actions. A CAP Form 2a, Request for and Approval of Personnel Actions (Section II, Duty Assignment Change), will be prepared in two copies for each duty position assigned, as outlined in CAPM 20-1, *Organization of Civil Air Patrol*. The personnel officer initiates the personnel action which is approved by the unit commander. The original form will be filed in the individual member's personnel file and a copy retained by the personnel officer. As an option to the preparation of

separate CAP Forms 2a for each duty position assigned, duty assignment changes may be reflected in published personnel authorizations in accordance with CAPR 10-3, *Administrative Authorizations*. Also, assignments to committees, boards, etc., or special one-time duty assignments do not require a CAP Form 2a, but will be reflected in published personnel authorizations. For supply officer appointments, prepare two additional copies of CAP Forms 2a or published personnel authorizations and forward one copy to the wing headquarters and one copy to the CAP-USAF wing liaison officer.

SECTION B--DUTY STATUS

4. Active Status. Any member who maintains current membership, unless otherwise provided for in this section, is considered in active status and is entitled to attend meetings, participate in CAP activities, wear the CAP uniform, and exercise other privileges of membership.

5. Patron Status. A patron member is a financial supporter who maintains current membership through payment of annual membership dues but does not participate in any other capacity except as outlined below:

- a. Patron Members:
 - (1) Pay annual membership dues.
 - (2) Receive a distinctive membership card.
 - (3) Receive the Civil Air Patrol News.
 - (4) Receive discounts associated with senior membership (car rental, airline discounts, etc.)
 - (5) Retain the last grade held prior to entering patron status.
 - (6) May attend wing and region conferences and the annual National Board meeting and the National Congress on Aviation and Space Education sponsored by National Headquarters.
 - (7) May attend special unit social events upon invitation by the commander concerned, such as anniversary celebrations, awards banquets, holiday parties, etc.

(8) May use military transportation to the events listed in paragraphs 5a(6) and 5a(7) if available. Civil Air Patrol ground transportation is also authorized, but use of Civil Air Patrol air transportation is prohibited.

(9) May transfer to active member status upon meeting active member qualifications. (See paragraph 5c.)

b. Patron members may not:

(1) Wear the CAP uniform.

(2) Ride in or fly CAP aircraft. (This includes member owned aircraft on CAP flight activity as defined in CAPR 60- 1, CAP *Flight Management*.)

(3) Participate in CAP activities in any capacity except to attend specified conferences and social events as outlined in paragraphs 5a(6) and 5a(7).

(4) Be promoted while in patron status.

c. Transfers to patron member status will be submitted to National Headquarters on CAP Form 2a, Section 11, Duty Assignment/Status Change, will be used, i.e., transfer from "Active Status" to "Patron Status." The original copy will be forwarded directly to National Headquarters and the file copy placed in the members' personnel file. Members desiring to transfer back to active status will use the same procedure. *NOTE. Patrons transferring to active status who have not previously completed the FBI screening procedures must include a DJFD Form 258 with the CAP Form 2a. If the individual joined CAP prior to July 1988, a CAP Form 12a, Senior Membership Supplement, is also required.*

6. Suspended Member Status. Commanders may place members, cadets or senior members, in suspended status under the conditions outlined below. Members in suspended status are prohibited from attending meetings, participating in CAP activities, wearing the CAP uniform or otherwise exercising the privileges of membership. A suspended member must also turn in his/her membership card to the unit commander for the duration of the suspension. Suspended status is not intended as a routine personnel action and commanders will use discretion in placing members in this status. Offenders should be considered for membership termination or nonrenewal, as appropriate.

a. Conditions for Suspension:

(1) **Proposed Membership Termination.** A member is automatically considered in suspended status upon notification of membership termination proceedings under CAPR 35-3, *Membership Termination*. The suspension is effective until the termination process is complete including appeal periods.

(2) **Regulatory Infractions or Misconduct.** A unit commander or higher commander may suspend a member for up to 60 days for misconduct or regulatory infractions. Suspensions in excess of 60 days require approval of the wing commander (or commander at the next higher echelon if the suspension is initiated at wing or region level). Suspensions under the provisions of this paragraph will not exceed a total of 180 days.

(3) **Suspected Cadet Abuse or Unfavorable Information.** Any member may be suspended for alleged or suspected cadet abuse or at any time other information is received which if substantiated, would make the member ineligible for membership. The suspension is effective for up to 60 days and may be continued beyond that time in the event civil or criminal actions are pending, in which case the suspension will remain in effect until those actions are complete.

b. **Notification Procedures.** Members being suspended pending termination are notified by letter of their suspended status under the provisions of CAPR 35-3. Other members will be notified via CAP Form 2a as follows:

(1) Section II, Duty Assignment/Status Change, will be completed to show the member transferred from "Active Status" to "Suspended Status." Include reasons for the suspension in the Remarks Section (Section VII). If the member is suspended for alleged cadet abuse, include the following statement: "Suspended under provisions of CAPM 50-16." The term of suspension, i.e., 30 days, 60 days, will also be included.

(2) The CAP Form 2a, signed by the commander, will be delivered to the member personally or by certified mail to ensure receipt.

(3) A copy of the CAP Form 2a will be retained in the unit file. Additionally, if the member is suspended for alleged cadet abuse, a copy of the CAP Form 2a will be forwarded to each higher echelon, to include National Headquarters (MSPX).

c. **Final Disposition of Suspension.** Suspensions are automatically lifted at the end of the specified period unless extended or removed earlier by the commander concerned. If the member has been suspended for alleged cadet abuse, the recommendation of action to be taken must be coordinated in advance with the Corporate Legal Counsel (area code 205 953-6019 or 264-7152 or FAX 205 2654352). Upon approval of the final action by the wing (or region commander if appropriate), the commander initiates the appropriate personnel actions. Sensitive matters should be marked "sensitive information."

7. Retired Status. A member in good standing with a minimum of 20 years service as a senior member, not necessarily continuous, is eligible to retire from Civil Air Patrol. (*NOTE.- Members having 10 years service as of the date of this regulation may retire with 12 years service.*) Applications for retirement will not be considered if demotion or membership termination action is pending. Once retired, members will not actively participate in any capacity. However, retired members retain the last grade earned as an active member and may wear the (current) CAP uniform as guests at CAP functions. Retired members may also reapply for active membership as outlined in paragraph 7b.

a. **Request for Retirement and Approval Authority:**

(1) A senior member who is eligible and desires to

retire will submit a request on CAP Form 2a to the unit commander. The CAP Form 2a will include a statement of the member's total senior service in Section VI. If membership was not continuous, inclusive dates of membership must be indicated.

(2) Upon approval of the unit commander, the CAP Form 2a is forwarded to National Headquarters/MSPM.

(3) Upon validation by National Headquarters, the approved CAP Form 2a will constitute the retirement order. A retirement certificate, and membership card will be issued by National Headquarters and forwarded with the CAP Form 2a to the unit for presentation to the retiree.

b. Return to Active Status. Retired members may reapply for active membership by following the procedures below. The grade upon rejoining as an active member is

the same grade held while in retirement status.

(1) Complete CAP Form 12, Application for Senior Membership, and fingerprint card, DJFD Form 258. The application will be annotated across the top "RETIRED MEMBER RETURNING TO ACTIVE STATUS."

(2) Upon approval by the unit commander, the application and fingerprint card are submitted, along with senior member dues, in accordance with procedures outlined in CAPM 39-2, *Civil Air Patrol Membership*, for rejoining members.

(3) In order to reinstate the member at the last grade held as an active member, a copy of the CAP Form 2a placing the member in retired status (or a copy of the retirement certificate) will be attached to the CAP Form 12, and forwarded to National Headquarters.

OFFICIAL

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SUMMARY OF CHANGES

This revision updates procedures to clarify that cadets can be suspended as well as senior members; adds procedures for final disposition of suspension actions (para 6c) and revises conditions for suspension to include alleged cadet abuse or unfavorable information (para 6a(3)); establishes new criteria for retirement from CAP increasing qualifying service from 12 to 20 years but grandfathering members with 10 years service effective with date of this regulation (para 7); prescribes a new retired membership card (para 7a(3)); streamlines procedures to submit retirement requests directly from unit to National Headquarters (para 7a(2)); and adds requirement for FBI fingerprint card when reapplying for active membership from retired status (para 7b(1)).